



Department of Energy
Washington, DC 20585

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MEMORANDUM FOR: HEADS OF DEPARTMENTAL ELEMENTS
HUMAN RESOURCES DIRECTORS
RESOURCES MANAGERS

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SUBJECT: POLICY REGARDING PERFORMANCE
AWARDS FOR DOE EMPLOYEES WHO SEPARATE
PRIOR TO PAYOUT

In keeping with the Department's goal of providing consistent and equitable treatment to each segment of the workforce, a policy decision has been made by senior leadership that addresses the performance awards of all DOE employees that separate prior to the payment of performance awards.

The corporate Department policy is as follows:

Once a decision is made to pay performance awards in an organization, DOE employees, who separate from DOE on or after the last day of the performance cycle (currently September 30 of each year), but prior to payout of performance awards will receive performance awards paid by the rating organization provided that the former employee:

- (1) Was a Federal employee of DOE as of the last day of the performance cycle;
and
- (2) Received an annual rating of record that qualifies for a performance award for that performance cycle.

Performance awards can be paid up to the end of the fiscal year immediately following the performance cycle upon which the awards are based. The policy is effective immediately and is not retroactive.

If you have any questions, please contact Monica Neeley, Office of Human Capital Management Policy and Programs on (202) 586-8503.

